Docket the bond forfeiture order.

    1.1   Use the docket code BOFNJ – Bond Forfeiture Ord No Judmt. Enter into text any relevant details regarding the bond forfeiture order.

Financial- Manage Assessments

Enter case number

Under Access Cost click the yellow box "Add Additional Cost Assessed"

In the cost description box enter:

    8201 for E/R

    8203 for other ordinance violations

Tab to Cost amount and put amount to be forfeited.

Click Add.

Click on Process Continuation at the bottom left of the screen.

Receipt Payment

Click Apply Full Payment

Pay Type description: 8206 (Bond Applied)

Enter Amount

Save

It will pay this out to the city at the end of them month.